



## I-003 Integrity and Ethics

### Course-Embedded Internship Log - 1

Course Number: <i>EDLD 5333: Leadership for Accountability</i>		Place of Activity  Falls City ISD, Falls City, Tx	Time Spent on Activity  <i>7 hours</i>
Description of the Activity	<i>Students attend a Site-Based Decision-Making (SBDM) meeting, record reflections, and interview the principal and one other staff member regarding collaboration, consensus-building strategies, ethical relationships, typical agenda items, etc.</i>		
Personal Reflection/Learning: Focus reflection on the leadership skill. (Minimum of 150 Words)	<p>I attended the final SBDM of the year in March 2012. It was well organized fast paced meeting held prior to the monthly school board meeting. Agenda items were discussed, STAAR preparations and expectations, and the technology responsible use policies were among the agenda items. Community Member Gene Lake made a motion to request the school board increase teacher salaries to retain and attract talented teachers. The 30 minute meeting was adjourned in order to allow members to attend the school board meeting.</p> <p>In reflecting on the process: it was short, but necessary business was accomplished. Early meetings when we had much to do did take longer; however, over time, the process has become very efficient in order to accommodate the very busy schedules of everyone involved. When lengthy documents are to be discussed, for example, the campus improvement plans or the technology plan, committee members review them in advance. Meeting discussions center on the changes needed, approval or disapproval in form and then the final version. Social discussions take place before or afterwards. The effect is a very short, but to the point meeting that effectively accomplishes its purpose.</p> <p>Over the years, the topics discussed have varied. These committees have collaborated and provided input, including the guiding vision for the initial campus improvement plans, technology plans, Technology Infrastructure Fund Board Grants, a construction grant for a new elementary, the early implementation of video conferenced dual credit courses in high school curriculum, a new roof, updated restroom facilities, etc. I am proud to say that I have been very active in many of these initiatives over the years.</p> <p>After much thought, I cannot think of any ethical issues raised that required the committees' input. The suggested interview questions did not include ethics questions, so none were asked of the interviewees.</p> <p>Attachments for the Interviews.</p>		

## RE: Leadership for Accountability - Interview Questions.

Cathy Stolle

**Sent:** Saturday, June 30, 2012 12:24 PM

**To:** Patricia Startz

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Hope this helps. Sorry it took so long to do. I thought the oral one we did the other day was enough. I hope this helps and is not too vague. Have a great one.

Cathy L. Stolle  
Teacher  
Falls City Elementary  
830-254-3551 ext. 314

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**From:** Patricia Startz

**Sent:** Sunday, June 24, 2012 12:39 PM

**To:** Cathy Stolle

**Subject:** Leadership for Accountability - Interview Questions.

Cathy,

I need to interview you for my Leadership for Accountability Course.

The questions pertain to sitebased management processes.

These are the questions to be answered...

I would really appreciate your help with the completion of this assignment in a timely manner. I need to have them answered before July 8th. I can sit with you for a brief interview or you can answer here. Your answers will be part of the homework assignment I turn in.

*Thanks in Advance!*

- How is the role of the SBDM committee well communicated to faculty and staff? Give at least one example to support your answer.

The role of the SBDM committee was communicated to the staff when the process began, due to the lack of turn over in the district this is not reiterated each year. However the staff is reminded to follow up with these members before decisions such as tech/health/campus improvement plans are brought to the committee. Also before the calendars are brought to the committee to be discussed and then taken to the board for approval.

- How are SBDM committee members selected?

Staff committee members are selected usually during a faculty meeting. Volunteers are voted on by the staff. Community/business members are usually brainstormed during faculty meetings and then the names of several are given to the superintendent for her to contact to see if they would be willing to serve.

- How often does the committee meet? Are meeting agendas provided before the meetings, and are minutes provided to all personnel after the meetings?

Meetings are held several times a year. Usually before things need to go to the board. Agendas are given to members before the meeting and are available at the meeting. Minutes are usually given to superintendent to be posted on the website.

- What topics are typically addressed in the meeting agendas?

Usually the topics discussed are calendars, state mandated plans(health/improvement/tech, ect) Also special projects like renovations and other such improvements to our school. We are discuss financial funding and how we get some of our funding and what we must do to maintain or increase these.

- Does the committee member you interviewed believe that he or she is providing valuable input and that the input is factored into the decision-making process? Give an example.

I believe that my input does make a difference. After listening to staff members as well as other community members I try to bring a different perspective than other. Some times it is like playing the devil's advocate so that all different aspects are thought about so we can make an informed decision that is best for our school.

- Describe one issue the committee has been instrumental in resolving at your school.

One of the most recent things that the committee was instrumental in was the project of renovating the bathrooms of the concession stand. Many of the members put that on the top of the "wish list" that the committee had thought was a big need on the campus. The committee also created the agenda item for the school board of pay raises for the teachers in order to retain some of the more experienced staff that was topping out on the pay scale. The business and community members wanted to make sure that the surrounding districts that were paying more did not lure our staff away. Maintaining excellence in the classroom is a high priority for this district and community.

- Describe the decision making models, consensus building, and conflict resolution strategies used by the committee. (i.e., consensus, nominal group process, or other decision-making models).

Usually decisions are made through an open discussion forum -- this allows for all sides to be heard. Then a vote usually held for a consensus.

- What is your impression of the effectiveness of the committee in improving the school and student performance?

Overall I would say the the effectiveness of this committee has a priority to improve the school and the student performance. Could we make more of an impact ...sure but with limited facilities and monies this is not always possible. I feel we do pretty good with what is available and always seem to make it work for the betterment of our kids and our school.

In what ways the committee has contributed to improved student and school performance? Please provide at least one example.

I feel that I have already answered this with some of the things that the committee has prioritized the "wish list" that we have and work to accomplish the items we can when we can due to funding and time.

- What is the process for insuring the resources designated in the campus plan are provided?

Not sure about this... I assume Mrs. Bettin handles this. She does report to the committee on what is available for what projects.

- What is the process currently used to develop the campus improvement plan?

We currently use the old plan and see what we have done and what still needs to be done. We add new resources and take out old ones. This is usually discussed in the meetings and adjusted from there.

*Patricia Startz, FCISD T.C*

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RE:

**RE:**

Deborah Wiatrek

**Sent:** Monday, July 02, 2012 5:39 PM

**To:** Patricia Startz

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OK. Here is the rest.

Deborah Wiatrek  
English, Drama, & UIL Director/Teacher  
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From: Patricia Startz  
Sent: Thursday, June 28, 2012 8:06 AM  
To: Deborah Wiatrek  
Subject: RE:

Thank You!  
Patricia Startz, FCISD T.C  
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From: Deborah Wiatrek  
Sent: Wednesday, June 27, 2012 5:53 PM  
To: Patricia Startz  
Subject: RE:

Here are the first ones - I'll get the others done as soon as I can - everyone is coming in now.

Deborah Wiatrek  
English, Drama, & UIL Director/Teacher  
Falls City ISD  
PO Box 399  
Falls City, Tx 78113-0399

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From: Patricia Startz  
Sent: Sunday, June 24, 2012 12:41 PM  
To: Deborah Wiatrek  
Subject:

Debbie,

I need to interview you for my Leadership for Accountability Course.

The questions pertain to sitebased management processes.

These are the questions to be answered...

I would really appreciate your help with the completion of this assignment in a timely manner. I need to have them answered before July 8th. I can sit with you for a brief interview or you can answer here. Your answers will be part of the homework assignment I turn in.

Please respond with your interview preference. In person or via email and/or whether or not you will be able to participate.

Thanks in Advance!

- How is the role of the SBDM committee well communicated to faculty and staff? Give at least one example to support your answer.

The role of the SBM is communicated in our school mainly through the superintendent. She sets the meetings and usually reports on the results of the meetings to the faculty. Example: The school calendar that is voted on by the SBM committee. After the meeting, she e-mails everyone with the results and reports to the school board.

- How are SBDM committee members selected?

We are elected by the faculty - sometimes it is just volunteer, but the faculty agrees. Community members are selected after discussion with the existing committee.

- How often does the committee meet? Are meeting agendas provided before the meetings, and are minutes provided to all personnel after the meetings? We meet at least four times a year, but sometimes more if there are special reasons.

- What topics are typically addressed in the meeting agendas?  
School policy, changes in rules, school calendar.

- Does the committee member you interviewed believe that he or she is providing valuable input and that the input is factored into the decision-making process? Give an example.

Yes. I have been on the committee for a long time and have actually had a great deal of input in the changes here at school. Lots of things are physical like the concession stand at the football field and air conditioning the gym and putting in a sound system. Others are not, like rules about absences and exemptions for final exams.

- Describe one issue the committee has been instrumental in resolving at your school.

Recently, with the new testing, we had to meet to discuss what to do with unsuccessful students. We decided to offer summer tutorials and allow students to re-take the exit exams to make better scores if they wanted to.

- Describe the decision making models, consensus building, and conflict resolution strategies used by the committee.

We try to work to consensus and are usually successful. When that fails, we hold group discussions with everyone allowed to discuss their ideas, then take a vote after listening to everyone.

(i.e., consensus, nominal group process, or other decision-making models).

RE:

- What is your impression of the effectiveness of the committee in improving the school and student performance?

We have a very successful school, but I can't say that the committee is the reason - we do keep students' needs at the forefront of our actions. In what ways the committee has contributed to improved student and school performance? Please provide at least one example.

We have worked to get overall national standardized testing for all 8th grade students. We are working to keep improving SAT and ACT test scores as well with computer programs and free web sites.

- What is the process for insuring the resources designated in the campus plan are provided? The school board budgets the money needed. We have not had real issues with any needs to far.

- What is the process currently used to develop the campus improvement plan? All teachers are asked for input. They report to their campus representatives on the committee who then present the ideas to the committee members. If it is deemed necessary, it is added to the plan. Each department is also asked to write a brief improvement plan to be submitted. We also review the last year's plan and add or subtract points as needed.

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